
Contested Case Clerk

Workers Compensation Division

Job Announcement Code: 16-01288

[Printable Job Announcement](#)

Deadline

May 8, 2016

Salary Information

Starting pay for this position is \$14.25/hour plus excellent benefits. This classification is in pay schedule-range 02-10. A six-month probationary period may be required.

Introduction

To be eligible to apply for this position, you must have taken the required exam for OFFICE SUPPORT EXAM and received a passing civil service score of 70 or higher on the exam. Please read the 'How to Apply' section of this job announcement carefully for additional instructions. More information can also be found [here](#).

The Department of Workforce Development, Division of Workers Compensation is currently seeking a Contested Case Clerk (Office Operations Associate). This position is located at 201 E. Washington Avenue in Madison.

Job Duties

This highly responsible position provides support to the Workers Compensation Legal Services Bureau by accurately and efficiently timing, keying and serving applications for hearing received from attorneys on behalf of their clients, pro se injured workers, employers, insurance carriers, etc., using a variety of programs on a complex computer system.

Required Knowledge, Skills and Abilities

Knowledge of: effective oral and written communications; customer service methods; litigated claim processes.

Skills in: PC window environment; working in a team environment.

Ability to: interpret and apply the worker's compensation state laws and rules; maintain cooperative working relationships with co-workers and division staff.

Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

How to Apply

NOTE: You must have taken and received a passing score on the Office Support in the past 12 months to apply for this job. If you haven't taken/passed the Office Support exam in the past 12 months, you are not eligible for this particular position, but are encouraged to take the next monthly exam if you are interested in being considered for future vacancies of this nature.

You will be using your exam score to apply for this vacancy and you must have a current, passing score. In addition to taking the exam, you must apply online at [WiscJobs](#).

TRANSFER PROCESS: If you are a current classified employee in Wisconsin State Civil Service and your classification is in the same, counterpart or higher pay range of this position OR have reinstatement eligibility to such a position, please submit a resume and cover letter describing your qualifications as they relate to this position, and current classification and pay range to Alexandra Camarao; DWD/HRS; 201 E. Washington Ave; P.O. Box 7946; Madison, WI 53707-7946 or email to ACCJobs@dwd.wi.gov no later than 11:59 PM on the deadline date. We encourage you to verify your eligibility prior to applying as a transfer candidate; ineligible candidates will not be considered.